

THE WHITE HOUSE

WASHINGTON

December 5, 1957

MEMORANDUM FOR THE HEADS OF EXECUTIVE
DEPARTMENTS AND AGENCIES

Subject: Orientation of Top-Level, Non-Career Executives

There has been a most cooperative and gratifying response to my memorandum of August 7, 1957 on the above subject. Many of the outline plans submitted constitute an excellent and full start on this important new step in federal administration.

The orientation program being now in effect, each Department and Agency is now considered fully responsible for providing all necessary internal briefings to new top-level non-career appointees -- as set forth in the basic paper circulated in August and tailored, as your outline plans indicate, to the requirements of individual agencies.

Each agency with a responsibility for central briefings (pp 2-3 of the basic paper) is ready to make its contribution upon request.

Pursuant to paragraph 6 on page 3 of the basic paper, and in response to telephone calls from this office, each individual Department and agency has indicated its willingness to be ready to provide what we might call "external" briefings about its own functions to those new appointees of other Departments and Agencies who request such briefings. In order to enable both the central and external briefing arrangements to proceed smoothly without any necessary White House intermediation, there is attached a list of the liaison officers which have been designated by each Department and Agency Head. These liaison officers can be expected to:

- a) Help ensure that full internal briefings are given to new appointees as specified in the basic paper.
- b) Make arrangements for the appropriate central briefings.
- c) Make suggestions and, on request, arrangements for external briefings.

In order to enable new appointees to make intelligent and fruitful requests for external information, each agency is now asked to identify those programs, functions or matters on which it is most likely that appointees in other agencies may wish to receive information or specialized briefings. A list of such subjects, together with a sentence or two of description, should be submitted to the Cabinet Secretary. An example of what is requested -- a sample submitted by the Department of Labor -- is attached for illustration. This succinctness is all-important.

It is asked that you submit your drafts by December 20.

When all the drafts are in, it is our intention to put them together and thus obtain an invaluable checklist or "menu" of potential briefing subjects -- which we would then circulate to each Liaison Officer.

Each liaison officer should call this checklist to the attention of new executives and should, in addition, supplement the items on the checklist with his own knowledge of what external information will be important to the new appointee. Any new top-level appointee anywhere would thus have the opportunity of picking out with minimum effort the matters, outside of his own agency, on which he would wish further information as he starts his new work. The items once selected, arrangements for getting this information -- through external briefings or otherwise -- could be made with equal ease through the listed Liaison Officers.

It is important that for any new appointee, this orientation program be initiated at the earliest possible stage in his appointment, and preferably, if this is appropriate, prior to his becoming immersed in operating duties.



Maxwell M. Rabb
Secretary to the Cabinet

The following are sample subjects on which the Department of Labor can brief non-career appointees in the Federal Government:

1. LABOR-MANAGEMENT RELATIONS -- An explanation of the Government's role in strengthening free collective bargaining between management and labor, including a discussion of the role of the National Labor Relations Board, the Federal Mediation and Conciliation Service, the National Mediation Board and the labor-management relations functions of the Department of Labor.

2. LABOR LAW ENFORCEMENT -- A discussion of the enforcement and application of the Fair Labor Standards Act, the Walsh-Healey Public Contracts Act, the Davis-Bacon Act and related laws.

3. SPECIAL MANPOWER PROBLEMS -- A summary of the manpower problems facing America, including discussion of the shortage of skilled workers, employment barriers to older workers, future population and labor force trends, etc.

4. LABOR SURPLUS AREAS -- An analysis of Government programs of assistance to labor surplus areas and current situation and trends in these areas.

5. LABOR STATISTICS -- An analysis of the various labor statistical series gathered and published by the Department of Labor and their application to our economy.

6. GOVERNMENT CONTRACT POLICIES -- An explanation of the activities and role of the President's Committee on Government Contracts, and the non-discrimination clause in Government contracts.

**LIST OF DEPARTMENTAL LIAISON OFFICERS FOR THE ORIENTATION
OF TOP LEVEL NON-CAREER EXECUTIVES**

The White House

Honorable Maxwell M. Rabb
Secretary to the Cabinet

Code 160

The Vice President's Office

Colonel Robert E. Cushman, Jr.
Assistant for National Security Affairs
361 Senate Office Building

Code 190 - Ext. 1142

Department of State

Mr. Joseph C. Satterthwaite
Director General of the Foreign Service
5146 New State Department Building

Code 182 - Ext. 4131

Department of Defense

Mr. Leon Wheelless
Staff Director, Civilian Personnel Policy Division
3A862 Pentagon Building

Code 11 - Ext. 55348

Department of the Treasury

Mr. William W. Parsons
Administrative Assistant Secretary
3424 Treasury Building

Code 172 - Ext. 5391

Department of Justice

Mr. Harold H. Healy, Jr.
Executive Assistant to the Attorney General
5212 Justice Building

Post Office

Mr. A. E. Weatherby
Deputy Assistant Postmaster General
3134 Post Office Building
12th Street & Pennsylvania Avenue, N. W.

Code 167 - Ext. 8193

Department of the Interior

Mr. Lorne Kennedy
Assistant to the Secretary
5152 Interior Building

Code 183 - Ext. 5354

Department of Agriculture

Mr. Miller Shurtleff
Executive Assistant to the Secretary
200 Administration Building

Code 111 - Ext. 4750

Department of Commerce

Mr. George H. Becker, Jr.
Special Assistant to the Secretary
5860 Commerce Building

Code 112 - Ext. 3934

Department of Labor

Mr. Walter C. Wallace
Executive Assistant to the Secretary
3136 Labor Building

Code 177 - Ext. 3

Department of Health, Education, and Welfare

Mr. Wesley L. Hjernevik
Assistant to the Under Secretary
5261 North Building

Bureau of the Budget

Mr. Wilbur H. Ziehl
Administrative Assistant to the Administrator
243 Executive Office Building

Code 113 - Ext. 565

Office of Defense Mobilization

Mr. Joseph Vaughan
Staff Secretary
103 Executive Office Building

Code 113 - Ext. 547

Civil Service Commission

Mr. O. Glenn Stahl
Director, Bureau of Programs and Standards
179 Main Building

Code 129 - Ext. 5403

United States Information Agency

Mr. John S. Voorhees
Special Assistant to the Director
423, 1776 Pennsylvania Avenue, N. W.

Code 182 - Ext. 2815

Federal Civil Defense Administration

Mr. Emil W. Reutzel, Jr.
Special Assistant to the Administrator
207, 2000 Florida Avenue, N. W.

Code 183 - Ext. 5361

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International Cooperation Administration

Mr. John McDonald
Executive Secretary
517 Miatico Building

Code 113 - Ext. 2865


General Services Administration

Mr. James F. Lynn
Administrative Assistant to the Administrator
3143 GSA Building


Code 183 - Ext. 4247

Central Intelligence Agency

STAT


Executive Officer
221 Administration Building
2430 E Street, N. W.

STAT



Atomic Energy Commission

Mr. John L. Magruder
Special Assistant to the Chairman
251 AEC Building

Code 144 - Ext. 622

National Security Council

Mr. Robert H. Johnson
Member of the Special Staff
383 Executive Office Building

Code 113 - Ext. 3371

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Small Business Administration

Mr. Robert C. Jones
Assistant to the Administrator
447 Lafayette Building

Code 128 - Ext. 4907

Veterans Administration

Mr. Sumner G. Whittier
Chief Insurance Director
604, Vermont Avenue & H Street, N. W.

Code 118 - Ext. 2227

Federal Coal Mine Safety Review Board

Mr. Robert J. Freehling
General Counsel
143 Lafayette Building

Code 128 - Ext. 5007

National Labor Relations Board

Mr. Arthur H. Lang
Director, Division of Administration
1002, HEW, South Building

Code 181 - Ext. 6323

Federal Deposit Insurance Corporation

Mr. Neil G. Greensides
Acting Assistant to the Chairman
414 National Press Building

Code 1228 - No Ext.

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Farm Credit Administration

Mr. Harold T. Mason
Deputy Governor
5857, Agriculture, South Building

Code 111 - Ext. 5537

Federal Home Loan Bank Board

Mr. Clarence S. Smith
Assistant to the Board
814, 101 Indiana Avenue, N.W.

Code 129 - Ext. 3902

National Science Foundation

Mr. James M. Mitchell
Associate Director (Management & Public Affairs)
M27, 1520 H Street, N.W.

Code 113 - Ext. 3666

Renegotiation Board

Mr. Howard W. Fensterstock
General Counsel
1522 Tempo "S" Building
Seventh & Jefferson Streets, S.W.

Code 181 - Ext. 2767

Federal Mediation and Conciliation Service

Mr. Robert H. Moore
Deputy Director
3416 Labor Department Building

Code 1258 - Ext. 6

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Civil Aeronautics Board

Mr. Robert L. Kunzig
Executive Assistant to the Chairman
5057 Commerce Building

Code 112 - Ext. 4151

Interstate Commerce Commission

Mr. Bernard F. Schmid
Managing Director
2118, 12th and Constitution Avenue, N. W.

Code 166 - Ext. 488

Federal Power Commission

Mr. Henry R. Domers
Executive Director
2035 GAO Building
441 G Street, N. W.

Code 129 - Ext. 4292

Selective Service System

Colonel William P. Averill, JAGC
Chief, Field Division
308, 451 Indiana Avenue, N. W.

Code 129 - Ext. 3473

Tariff Commission

Mr. Donn N. Bent
Secretary
258 Tariff Building

Code 138 - Ext. 1

Foreign Claims Settlement Commission

Mr. Robert A. Kennedy
Executive Director
131 Tariff Building

Code 181 - Ext. 2226

Federal Trade Commission

Mr. Earl W. Kintner
General Counsel
576 Federal Trade Building

Code 1262 - Ext. 125

Subversive Activities Control Board

Mrs. Audrey M. Finnin
Administrative Assistant to the Chairman
411 Lafayette Building

Code 128 - Ext. 831

Export-Import Bank

Mr. John R. Crown
Administrative Officer
1128 Lafayette Building

Code 1246 - Ext. 110

St. Lawrence Seaway Development Corporation

Mr. George Farah
Administrative Officer
607 Lafayette Building

Code 128 - Ext. 671

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Federal Reserve Board

Mr. Chas. N. Shepardson
Member, Board of Governors
2000 Federal Reserve Building

Code 132 - Ext. 221

Federal Communications Commission

Mr. Robert W. Cox
Executive Officer
1202, 12th & Pennsylvania Avenue, N. W.

Code 169 - Ext. 789

National Mediation Board

Mr. E. C. Thompson
Executive Secretary
710, 1230 - 16th Street, N. W.

Code 128 - Ext. 5822

National Advisory Committee for Aeronautics

Mr. Paul G. Dembling
Legal Advisor
901, 1512 H Street, N. W.

Code 11 - Ext. 64929

Indian Claims Commission

Briefings can be arranged ad hoc

Chief Commissioner is Edgar E. Witt,
Room 716, Federal Trade Commission Building
Pennsylvania avenue at Sixth Street, N. W.

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Smithsonian Institution

Mr. Jack Newman
Chief, Personnel Division
Smithsonian Building

Code 1212 - Ext. 414

Tennessee Valley Authority

Miss Marguerite Owen
Washington Representative
435 Woodward Building

Code 183 - Ext. 4537

Commission of Fine Arts

Mr. Linton R. Wilson
Secretary
7000 Interior Building

Code 183 - Ext. 5324

Railroad Retirement Board

Mr. J. E. Walsh
Washington Liaison Officer
444, Pennsylvania Building
425 - 13th Street, N.W.

Code 1239 - No Ext.